

April 5, 2015

**REQUEST FOR PROPOSALS (RFP) AND BIDS BY
THE CITY OF HELENA FOR RESIDENTIAL CURBSIDE RECYCLING SERVICES**

The City of Helena is requesting qualifications and bids from firms capable of providing regular scheduled curbside recycling services within the corporate boundaries of the City of Helena. Curbside services will involve conducting bi-weekly or monthly curbside collection of various commodities as detailed below. It is anticipated that this program will be available to any property owner that is assessed for residential solid waste upon request.

Proposals/bids must be submitted no later than 2:00 p.m. local time on May 6th at the office of the Clerk of City Commission, Room 322, City-County Building, 316 N. Park Avenue, Helena, MT 59623. Proposals/bids are to be submitted in a sealed envelope marked on the outside "Curbside Recycling Services". The opening and reading of the proposals/bids will occur at 2:00 p.m. local time on May 6th in Room 326, City-County Building, 316 N. Park Avenue, Helena, MT.

Scope of Services:

1. Proposal will need to include the cost per resident to provide bi-weekly or monthly curbside collection for the City of Helena. The attached bid worksheet needs to be completed and submitted with proposal. Bidders may submit bids for any or all of the alternatives (bi-weekly or monthly; co-mingled or separated).
2. Proposal will need to include the type of container to be used (automated roll-out 90-gallon containers or manual unload bins for example), and the purchase price (cost) of each container. Containers shall be uniform and consistent in color and design and approved by the City of Helena. Automated Containers must have an attached lid. It is anticipated the contractor will purchase the containers and the City will reimburse the contractor based on the number of participants in the program. After reimbursement to the contractor, it is anticipated that the City will own the containers. Customer shall be responsible for the replacement of container from loss or misuse and reimburse the contractor for the cost of replaced container. Proposal should show an example of the type of container.
3. Proposal will need to include the number of containers needed per resident based on the proposal (Co-mingled or separated),
4. Proposal will need to include the following types of commodities that would be collected curbside. The commodities that will be collected curbside will include:

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Aluminum cans, steel cans, newsprint, magazines, corrugated cardboard, paperboard, white office paper, catalogs, mail, phone books, paper bags, plastics (separated) or plastics (1-7).

5. Proposal will need to describe the type of vehicles proposed to be used to service curbside collection (automated side load, rear load, pickup & trailer, etc.)
6. Proposal will need to provide a plan that explains how and where collected recyclables will be processed. All clean recyclables collected will be required to be recycled to the maximum extent possible.
7. No garbage shall be collected by the Contractor. Only recycled commodities authorized for collection shall be picked up.
8. The contractor will be responsible for any contaminants or unauthorized materials taken to the recycle facility.
9. Proposal will need to state the days and hours of operation for the curbside recycling program. The curbside pickup schedule must comply with City ordinance. Alley collection will be discouraged.
10. Proposal needs to include a communication, education and marketing plan for the curbside recycling program.
11. Proposal will require that the contractor supply the City of Helena a quantified report of each commodity collected and processed on a monthly basis.
12. Contractor shall retain sufficient and qualified personnel to fulfill requirements of curbside collection.
13. Contractor shall obtain a City of Helena business license and renew annually while under a city contract.

It is the City's intention that the curbside recycling program will be included in the current solid waste assessment for residential property. The City will pay the contractor based on the actual number of customers that utilize the service. It is the City's intention to enter into a 3 year contract that may be extended in 1 year increments not to exceed 7 years. Proposal will require that the contractor supply a detailed customer list to include participant name and address on a monthly basis.

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Ten (10) copies of the proposals and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all the tasks as described in the previous sections.

The proposals shall contain the following:

1. The firm's legal name, address and telephone number;
2. The principal of the firm to be assigned to the project;
3. The experience and qualifications of the individuals assigned to the team;
4. A description of the firm's prior experience (including entity, and name of local official knowledgeable of the firm's performance) with any similar projects.
5. A description of any recent and/or current work for the City of Helena;
6. The proposed work plan and schedule for activities to be performed;
7. A description of the firm's current workload and how it would be coordinated with the services provided as well as the firm's anticipated availability during the term of the contract;
8. Anticipated use of other firms as subcontractors.
9. A completed bid worksheet (attached).

The proposals will be evaluated based on the following criteria:

- * The qualifications of professional personnel to be assigned to the project;
- * The capability to meet time and project budget requirements;
- * Present and projected workloads;
- * Related experience on similar projects;
- * Recent and current work for the City of Helena, or a similar entity;
- * Overall quality of the proposal; and
- * Cost

The City may personally interview finalists. If interviews are deemed necessary, members of the team designated in the proposal will make the presentations.

Final selection will be based on all previously identified data. When the City has approved the ranking, contract negotiations will commence with the highest-ranked company. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Selected firm will be required to sign a City of Helena template contract and meet all requirements of the contract. The City reserves the right to reject any or all

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proposals, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City.

All proposals and bids become the property of the selection committee. The selection committee reserves the right to reject any or all proposals and to readvertise this RFP. The City will not be held accountable for costs associated with preparing proposals in response to the RFP.

Questions for the City of Helena should be directed to Randall Camp, Director of Public Works, or Pete Anderson, Solid Waste Superintendent, City of Helena, 316 North Park, Helena, Montana, 59623. The entire RFP/Bid packet can be viewed at www.helenamt.gov

The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

PUBLISH:

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